

**PLEASE TYPE OR PRINT CLEARLY****ATTACH ADDITIONAL SHEETS AS NECESSARY**

ARTIST

ACCESSION NO \_\_\_\_\_

TITLE OF WORK

**MATERIALS (Supply brand names of materials when possible)**

A. Type of camera and lenses:

B. Was the camera hand-held or mounted on a tripod?

C. Type of lighting. If a flash was also used, indicate what type:

D. Type and color of filters:

E. Type of film:

F. Exposure and film speed:

G. Paper grade, type and surface finish:

H. By whom and where was the film and print developed:

Name:

Address:

Date:

I. Describe the process and equipment/chemicals used (including archival processing):

J. Was any special reduction, enlargement or cropping done to the image? Please specify:

K. Has the print been retouched or hand-colored? If so, specify how, print location and what compound/colors were used:

**PLEASE TYPE OR PRINT CLEARLY****ATTACH ADDITIONAL SHEETS AS NECESSARY**

ARTIST \_\_\_\_\_

ACCESSION NO \_\_\_\_\_

L. Describe any other special techniques used in the production of this work:

M. If work is comprised of more than one piece requiring special assembly, supply documentation on how to install correctly (provide photograph or sketch):

N. Packing/shipping instructions

**DESIRED APPEARANCE**

A. Describe in specific terms, the frame/presentation qualities for which the agency should strive in order to maintain the artist's intent (e.g., floated or matted – indicate matt size preferred; matt board color preferences):

B. What may be acceptable alteration in surface and coloration as related to natural aging of materials?

**MAINTENANCE/CONSERVATION INSTRUCTIONS**

Provide detailed instructions about the methods and frequency of maintenance for the artwork (with observations regarding permanency/durability of materials and techniques):

A. Routine maintenance (e.g. removal of dust, dirt; maintenance of protective surfaces; tightening, adjusting, oiling; etc.):

B. Describe any cautions for placement of the work (e.g. direct sunlight, extremes of temperature, humidity, human interaction –touching, vandalism):